POLICY APPLYING TO DIFFERENTLY ABLED PERSONS

POLICY

AREA: STUDENT SUPPORT	POLICY NO. 105/2021	DOCUMENT OWNER: PRINCIPAL
Title: Differently Abled Persons	Date: 15 June 2021	

POLICY STATEMENT

The outlined policies and procedures ensure that E. K. Nayanar Memorial Government College, Elerithattu promotes social inclusion for differently abled persons. The college ensures prompt access to all facilities for differently abled students and staff. Additional resources are available for eligible students, as the college is committed to providing equal opportunities for all, including the differently abled.

ADMISSION TO STUDENTS WITH DISABILITY

PROCEDURE:

College strictly follows the guidelines of University of Kannur to ensure the enrolment of differently abled students. The volunteers from NSS help the differently abled students and their parents during the process of admission.

SCRIBE FACILITIES & GRACE MARKS

PROCEDURE:

Visually impaired students, students with motor disability, and students with mental disabilities are provided assistance to write the written exams (University examination) in the College. Students who need scribe, should give request to the Principal well in advance. After the approval by the Principal of the College, the requests are being sent to the concerned University by the Examination section in the Administrative Office. The list of such students is sent to the Superintendent of Examination from the office of Controller of Examinations. The Superintendent of Examination ensures arrangements to provide ground floor examination halls for differently abled students.

RESPONSIBILITY:

Principal, Controller of Examinations, Administrative Office, Exam Superintendent

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5. Admission to Add -on Courses should be conducted fairly on a first-come, first-served basis by the IQAC Coordinator and HODs at E.K.Nayanar Memorial Government College, Elerithattu.

6. Add -on Course Programme coordinators and HODs must ensure courses are completed on time, without overlapping with internal or semester exams at E.K.Nayanar Memorial Government College, Elerithattu.

7. Students must attend courses and exams and follow instructions from the Add -on Course Programme coordinator at E.K.Nayanar Memorial Government College, Elerithattu.

PROCEDURE

1. The Board of Studies (BoS) is established by the department under the directive of the Principal and IQAC, comprising senior faculty members, external subject experts, and industrial professionals.

2. The BoS should consist of a maximum of six members.

3. The BoS is reconstituted every five years when introducing a new add-on course.

4. The purpose and necessity of the add-on course are determined in departmental BoS meetings.

5. The HOD/department appoints a staff member as the course coordinator.

6. The BoS develops the syllabus, identifies external faculty/firms if needed, and submits proposals to the HOD/Programme coordinator for approval during BoS meetings.

7. Course details, including syllabus and exam patterns, are communicated to students through the college website and brochures.

8. Applicants can contact their respective departments, and a list of pre-admitted students is displayed on the department notice board and communicated to students.

9. The course adheres to the Add-on Course policy, with exams conducted and certificates issued to eligible students.

Document Control

1. The approval of syllabus should be documented in the minutes of the Board of Studies meetings.

2. The Add-on Course Programme coordinator should be the custodian of the following documents: a) syllabus, b) list of enrolled students, c) student attendance, d) exam details, e) mark lists, f) list of students eligible for certificates, g) copies of issued certificates, and h) feedback.

Feed back

Staff and students of E.K.Nayanar Memorial Government College are encouraged to provide feedback through a feedback form.

Approval and Review details	
Approval Authority: College Council	Approved on: 15 June 2021
Administrator : Principal	Next review date: 1 June 2025

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